

ASSIGNMENT 2

Textbook Assignment: Chapter 3, pages 3-1 through 3-31 and chapter 4, pages 4-1 through 4-29.

● COMNAVCRUITCOM categorizes each case of recruiting or enlistment processing irregularity. In answering questions 2-1 through 2-4, select the category for the situation described as the question.

2-1. The most serious type of investigation, indicating facts that would disqualify the applicant if known at the time of enlistment.

1. Category I
2. Category II
3. Category III
4. Category IV

2-2. An incident involving an apparent minor recruiting or processing irregularity in an otherwise properly documented enlistment.

1. Category I
2. Category III
3. Category IV
4. Category V

2-3. Cases sent to the field for information purposes only, involving minor allegations and those in which recruiting personnel are no longer on active duty.

1. Category I
2. Category III
3. Category III
4. Category V

2-4. Cases forwarded to the U.S. MEPCOM or other agencies outside the Navy for action or information by those commanders.

1. Category I
2. Category III
3. Category IV
4. Category V

2-5. Malpractice involves which of the following actions?

1. Improper conduct willfully perpetrated
2. Improper conduct without intent
3. Proper conduct unintentionally misdocumented
4. Proper conduct misconstrued

● When reviewing, investigating, or training to enlistment irregularities, it is important to understand the nomenclature used. In answering questions 2-6 through 2-9, select the term described by the definition given as the question.

2-6. An enlistment entered into under the color of the law, but that is imperfect by reason of the existence or non-existence of a fact or circumstance that renders it not in compliance with law or regulation.

1. Irregular enlistment
2. Erroneous enlistment
3. Fraudulent enlistment
4. Misconduct

2-7. An enlistment procured through any deliberate material misrepresentation, omission, or concealment, which would have disqualified the applicant if known at the time of enlistment.

1. Irregular enlistment
2. Erroneous enlistment
3. Fraudulent enlistment
4. Misconduct

2-8. An enlistment that included conduct that is in violation of regulations that does not affect the enlistment qualifications of the applicant.

1. Irregular enlistment
2. Erroneous enlistment
3. Fraudulent enlistment
4. Misconduct

2-9. An enlistment agreement into which the government would not have entered had the true facts been known.

1. Irregular enlistment
2. Erroneous enlistment
3. Fraudulent enlistment
4. Misconduct

2-10. Guidance on the assignment and management of CRF personnel can be found in which of the following publications?

1. COMNAVCRUITCOMINST 1130.8
2. COMNAVCRUITCOMINST 1133.6
3. COMNAVCRUITCOMINST 1300.3
4. COMNAVCRUITCOMINST 5370.1

- 2-11. The CRF personnel status report details which of the following information?
1. Status of all CRF billets
 2. Current RQS levels of personnel assigned
 3. Both 1 and 2 above
 4. CRF duty preferences
- 2-12. All CRF E-7 personnel should complete ZS RQS qualifications within what maximum period of time?
1. Within 6 months of assignment as a ZS
 2. Within 6 months of graduation from the CRF academy
 3. Within 24 months of graduation from the CRF academy
 4. Within 24 months of CRF selection
- 2-13. A ZSEB should consist of which of the following members?
1. Area commander, Area CMC, NRD CO, and the CR from member's NRD
 2. Area commander, Area CMC, NRD CO, NRD EPO, and NRD CR
 3. Area commander, Area CMC, CR from another NRD, and an Area trainer
 4. Area commander, NRD CMC, NRD CR, and an Area trainer
- 2-14. The NRD CO may recommend reversion to prior rating for those personnel serving in recruiting for what maximum period of time?
1. 1 year
 2. 2 years
 3. 5 years
 4. 6 years
- 2-15. Members with over 36 months in CRF may not be recommended for termination from CRF and rating reversion or conversion.
1. True
 2. False
- 2-16. Individuals who have not demonstrated the necessary qualities to succeed in recruiting should be nominated for board review at which of the following times?
1. As soon as identified
 2. After completion of 3 months recruiting duty only
 3. After completion of 6 months recruiting duty only
 4. After completion of 12 months recruiting duty only
- 2-17. Before recommending a recruiter to an RSB, you should ask yourself which of the following questions?
1. Have I given the individual every possible opportunity to succeed?
 2. Has the individual been a burden to the NRS?
 3. Has the individual been a disciplinary problem?
 4. Would the individual be happier off recruiting duty?
- 2-18. Which of the following individuals should preside as board president on an RSB?
1. NRD CO
 2. NRD XO
 3. NRD EPO
 4. Area CMC
- 2-19. Individuals made available for reassignment as a result of an RSB should have SDAP terminated at which of the following times?
1. The date the availability message is sent
 2. The date the RSB is conducted
 3. The date the individual is taken off production
 4. Upon transfer only
- 2-20. No-fault transfers should be considered for which of the following reasons?
1. Lack of integrity
 2. Misconduct
 3. Indebtedness
 4. Domestic problems

- 2-21. Personnel should have what minimum amount of field recruiting experience to be considered for assignment as a recruiter/classifier?
- 1 year
 - 2 years
 - 6 months
 - 18 months
- 2-22. No-cost moves may be approved by which of the following authorities?
- NRD CO
 - Area commander
 - CNRC
 - CHNAVPERS
- 2-23. Members transferring in the same proximity should receive which of the following allowances?
- Travel and transportation only
 - Travel, transportation, and per diem only
 - Travel, transportation, per diem, and DLA only
 - All PCS entitlements
- 2-24. Out of proximity entitlements should be limited to which of the following amounts?
- \$1,000
 - \$2,000
 - \$3,000
 - \$4,000
- 2-25. When evaluating a location for a full-time station, you should consider which of the following factors?
- Access to mass transportation
 - Pedestrian traffic
 - Visibility and market proximity
 - All of the above
- 2-26. Joint use of part-time office space with other services is encouraged.
- True
 - False
- 2-27. Which of the following agencies acts as the executive agent to support production level recruiting offices?
- General Services Administration
 - Army Corps of Engineers
 - Selective Service Administration
 - Government Accounting Office
- 2-28. The facility information sheet is used to identify station needs over which of the following periods of time?
- Current year only
 - Next year only
 - Next 2 years only
 - Next 3 years
- 2-29. Of the following accommodations, which is NOT required in all recruiting stations?
- Hot and cold potable water
 - A chilled water drinking fountain
 - A window
 - A permanent exterior sign
- 2-30. Each recruiting station should have a display area, reception and office area, storage room, and testing room.
- True
 - False
- 2-31. Space standards for recruiting stations are established in which of the following regulations?
- DOD Occupancy Guide*
 - Logistics Support Manual*
 - Supply Ashore Manual*
 - Army Corps of Engineers Manual*
- 2-32. All personnel should be thoroughly briefed on CNRC and local command requirements for vehicle operation during check-in. This briefing is acknowledged by which of the following means?
- Signing a page 13 entry
 - Signing the vehicle use notification letter
 - Initialing a training record entry
 - Initialing a government vehicle driver's license
- 2-33. Section C of the Vehicle Use Log should be filled in at which of the following times?
- At the end of each month
 - Weekly
 - As purchases occur
 - Daily

- 2-34. The safety inspection in section D of the Vehicle Use Log should be completed at what interval?
1. Before each use
 2. Daily
 3. Weekly
 4. Monthly
- 2-35. Domicile-to-duty use of a government vehicle may be authorized to any member of the Recruiting Command.
1. True
 2. False
- 2-36. Under which of the following circumstances may domicile-to-duty be authorized?
1. The ZS is going to conduct a station inspection
 2. There is no secure parking at the assigned NRS
 3. The CR is going to give a speech at a Chamber of Commerce meeting
 4. A RINC is going to give training at another NRS
- 2-37. The commanding officer may give which of the following individuals authority to grant domicile-to-duty use of a government vehicle?
1. CR and above only
 2. ZS and above only
 3. RINC and above only
 4. Any production personnel
- 2-38. Authorized use of domicile-to-duty must be reported to the approving official at which of the following times?
1. The next working day
 2. Within 5 working days
 3. Within 10 working days
 4. At the end of each month
- 2-39. If your zone has had no domicile-to-duty use for the month, which, if any, of the following actions should you take?
1. Forward a negative report
 2. Call in a negative reply
 3. Send a memo stating no domicile-to-duty use was made
 4. None of the above
- 2-40. The district's vehicle allowance is based on which of the following allotments for enlisted recruiters?
1. One vehicle per recruiter
 2. .75 vehicle per recruiter
 3. .50 vehicle per recruiter
 4. .33 vehicle per recruiter
- 2-41. The vehicle coordinator will notify operators of required scheduled maintenance by which of the following means?
1. Forwarding a Motor Vehicle Service Authorization
 2. Forwarding a maintenance memorandum
 3. Calling the RINC responsible for the vehicle
 4. Scheduling the maintenance with an authorized dealer
- 2-42. After notification of required preventive maintenance, you should have the maintenance completed within what maximum period of time?
1. 5 working days
 2. 10 working days
 3. 15 working days
 4. 30 working days
- 2-43. Your government vehicle has a flat tire, requiring tube repair, Which of the following actions should you take?
1. Use the government credit card
 2. Obtain authorization from the vehicle coordinator
 3. Obtain authorization from GSA
 4. Have the repair bill forwarded to the NRD
- 2-44. Of the following services, which is NOT authorized for purchase with the government credit card?
1. Gasohol
 2. Fan belts
 3. Wax
 4. Windshield wiper arms
- 2-45. Safety stand-downs should be conducted at which of the following intervals?
1. Monthly
 2. Quarterly
 3. Semiannually
 4. Annually

- 2-46. A report of completion of safety stand-down training should be submitted to which of the following officials?
1. CR
 2. EPO
 3. Traffic safety coordinator
 4. GSA fleet manager
- 2-47. One of your recruiters has been determined to have been at fault in a traffic accident while operating a government vehicle. The recruiter should complete which of the following requirements'?
1. Complete a new road check with the ZS
 2. Complete a driver's improvement program course
 3. Complete a driver's safety test
 4. Complete a safety inspection checklist
- 2-48. All drivers have the right and responsibility to ground a vehicle that they determine to be unsafe.
1. True
 2. False
- 2-49. A vehicle incident report should be submitted in which of the following circumstances?
1. Your government vehicle is hit from behind while you are stopped at a red light
 2. You hit a parked car with the government vehicle
 3. You parked the government vehicle in a designated space and find it has been sideswiped while unattended
 4. You are involved in a two-vehicle accident with another government vehicle
- 2-50. If you are involved in a motor vehicle mishap, all required forms, repair estimates, and pictures should be submitted to the vehicle coordinator within what maximum period of time?
1. 10 calendar days
 2. 10 working days
 3. 30 calendar days
 4. 30 working days
- 2-51. A JAG Manual investigation is required in which of the following situations?
1. The mishap resulted in a combined total of \$1,000 or more for all vehicles involved
 2. The federal operator is issued a traffic citation
 3. The CO decides an investigation is needed
 4. All of the above
- 2-52. Of the following information, which is/are required on window cards and posters?
1. NRS telephone number
 2. Navy toll-free number
 3. NRS address
 4. All of the above
- 2-53. In arranging for new locations for window card advertising, which of the following criteria should you consider?
1. Suitability
 2. Amount of traffic
 3. Permission and cooperation
 4. All of the above
- 2-54. Applicant chairs should be placed in which of the following locations?
1. Across the desk from the recruiter
 2. Beside the recruiter's desk
 3. Close to the RINC's desk
 4. Close to a supply of reading material
- 2-55. Of the following items, which should NOT be displayed for prospect viewing?
1. DEP status board
 2. DEP picture board
 3. Navy Times
 4. Navy Recruiter magazine
- 2-56. Budget worksheets are normally submitted in which of the following quarters?
1. First
 2. Second
 3. Third
 4. Fourth

- 2-57. Budget requests become the annual spending plan by quarter after approval by which of the following authorities?
1. The NRD LSO
 2. The NRD CO
 3. The Area supply/fiscal officer
 4. The Area commander
- 2-58. Requests from individuals desiring access to their records should be acted on within what maximum period of time?
1. 5 working days
 2. 10 working days
 3. 48 hours
 4. 72 hours
- 2-59. A Privacy Act statement should be given before recording personal information in which of the following situations?
1. Telephone blueprinting
 2. Face-to-face interviews
 3. Applicant processing
 4. All of the above
- 2-60. Completed EST answer sheets should be retained for what specific period of time?
1. 1 month
 2. 2 months
 3. 3 months
 4. 4 months
- 2-61. ESTs found to be unfit for further use should be disposed of by which of the following methods?
1. Burning only
 2. Shredding only
 3. Burning or shredding
 4. Normal waste disposal
- 2-62. When a test administrator takes the NFQT on an overnight trip, which of the following security requirements should be met?
1. Station personnel should accept the NFQT in a locked container and store the container in a safe or locked file cabinet
 2. Station personnel should log the NFQT serial numbers and place it in a safe or locked file cabinet
 3. The test administrator should seal the NFQT in an envelope and personally lock it in the NRS safe
 4. The test administrator should keep the NFQT in his or her possession at all times
- 2-63. Lock combinations should be changed at which of the following times?
1. Departure of a recruiter assigned to the NRS
 2. Arrival of a recruiter at the NRS
 3. Departure of the NRD security officer
 4. Arrival of a new NRD security officer
- 2-64. Security Container Information, Standard Form 700, is used to report combination changes and record those personnel with access to the combination. Select the correct disposition for Part 1 of this form.
1. Submit it to the security officer
 2. File it in the NRS SSIC file
 3. Place it on the inside of the container
 4. Place it on the outside of the container
- 2-65. Plant property includes equipment having an estimated or actual cost of what minimum dollar amount?
1. \$500
 2. \$1,000
 3. \$2,500
 4. \$5,000
- 2-66. Minor property includes which of the following items?
1. Furniture costing \$1,200
 2. Equipment costing \$700
 3. Pilferable equipment
 4. All of the above
- 2-67. Station files should be maintained in accordance with which of the following directives?
1. COMNAVCRUITCOMINST 5215.1
 2. COMNAVCRUITCOM NOTE 5216
 3. SECNAVINST 5210.11
 4. SECNAVINST 5215.4
- 2-68. Correspondence relating to awards should be filed under which of the following SSIC numbers?
1. 1100
 2. 1300
 3. 1400
 4. 1600

- 2-69. Routine files should be maintained for what specific period of time?
1. 1 calendar year
 2. 1 fiscal year
 3. 2 calendar years
 4. 2 fiscal years
- 2-70. Select the correct format for a subject line of a standard Naval letter.
1. DEP FAMILY NIGHT, scheduling of
 2. DEP Family Night, scheduling of
 3. DEP Family Night
 4. DEP FAMILY NIGHT
- 2-71. Of the following complimentary closes, which should be used on a business letter?
1. Yours truly
 2. Sincerely
 3. Respectfully
 4. Very respectfully
- 2-72. Notices should contain a cancellation date in the upper right-hand corner. They should remain in effect for what maximum period of time?
1. 1 year
 2. 2 years
 3. 3 years
 4. 4 years
- 2-73. If your OPE exceeds \$75 for the month, which of the following actions should you take?
1. Submit a claim for the entire amount and attach an explanation
 2. Submit a claim for the amount you have receipts for only
 3. Submit a claim for \$75 this month and carry the remainder over to next month's claim
 4. Submit a claim for \$75 only
- 2-74. Of the following purchases, which should be reimbursed as an OPE?
1. Replacement keys to the NRS
 2. Map of the NRS territory
 3. Parking fees to attend training
 4. Duplicate alien registration card
- 2-75. Of the following referral recognition awards, which may be awarded to a non-DEP individual for enlistment referrals?
1. Hip pack
 2. Sweat shirt
 3. Lapel pin
 4. NUPOC jacket